

APPLICATION

I request that you issue an amendment to a Building Consent already issued for the building work described in this application.

Original Building Consent Number: _____

THE BUILDING

Street Address: (or Rapid Number if applicable):	Number of levels:	Level/Unit No:
Legal Description :	Total Floor Area (all floors included): Existing _____ m ² Add _____ m ²	
Valuation Roll Number:	Current lawfully established use:	
Building Name if applicable:	Approximate year building was first constructed:	

THE PROJECT

Description of amended work: _____ _____ _____ _____	Estimated Value of amended work (inc GST) (in addition to, or reduction from, what was stated with the original application) \$ _____
	<input type="checkbox"/> Addition <input type="checkbox"/> Reduction <input type="checkbox"/> No change
	Associated Resource Consents: # _____

THE OWNER

AGENT – APPLICANT

Owner's Name:	Agent's Name:
Contact Person: <small>(if owner is not an individual)</small>	Contact Person:
Mailing Address:	Mailing/Billing Address:
Postcode:	Postcode:
Street Address/Registered Office:	Street Address/Registered Office:
Mobile Phone:	Mobile Phone:
Phone:	Phone:
Fax Number:	Fax Number:
E-mail Address:	E-mail Address:
Evidence of ownership attached to this application: <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Sale and Purchase Agreement (only if new purchase)	Note - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application / Building Work and will receive all correspondence including all invoices.

REQUIRED ATTACHMENTS

- Original consented plans that are to be amended
- Project Information Memorandum
- 2** copies of amended plans, including **all** construction details, **with amendments highlighted or clouded**

KEY PERSONNEL

Name of Builder :	Phone Number:
Mailing Address:	Registration Number:
E-mail Address:	
Name of Craftsman Plumber :	Phone Number:
Mailing Address:	Registration Number:
E-mail Address:	
Name of Registered Drainlayer :	Phone Number:
Mailing Address:	Registration Number:
E-mail Address:	
Name of Architectural Designer :	Phone Number:
Mailing Address:	Registration Number:
E-mail Address:	
Name of Structural Engineer :	Phone Number:
Mailing Address:	Registration Number:
E-mail Address:	
Has the engineer provided a Producer Statement – Design? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the engineer been engaged to carry out site inspections on the job? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>(if yes, these must be specified on the Producer Statement)</small>	

SIGNATURE

Signed by or for and on behalf of the Owner: _____

Owner Agent Date: _____

Note: If acting "for and on behalf", please read the following declaration before signing: "I hereby declare that I am authorised to act as Agent of the Owner".

We require our plans and/or specifications to remain confidential

NOTES

1. **This does not apply to building consents that already have a Code Compliance Certificate issued.**
2. This application is for minor amendments to issued building consents. It is not intended to be used where the scope of work is extended.
3. Processing fees (plus any additional Building or Building Research Levies) are to be paid before any work covered by the amendment may proceed.